



STEFAN VOLATILE-WOOD

ARTIST/GRAPHIC DESIGNER

802.782.7044 | stefan.volatilewood@gmail.com

EDUCATION

SCHOOL OF THE MUSEUM OF FINE ARTS *Boston, MA*

Graphic Design Certificate Program (presently enrolled)

MASSACHUSETTS COLLEGE OF ART & DESIGN *Boston, MA*

Bachelor of Fine Arts with Distinction and Departmental Honors in Communication Design

EXPERIENCE

FACILITIES COORDINATOR *Elkus Manfredi Architects*

Sept 2015—Present | Boston, MA

Carried out daily office operations and employee requests, designed and built architectural mockups for client presentation, maintained site pages on company intranet.

CUSTOM ART FRAMER/PRINTER *Blick Art Materials*

Nov 2013—Sept 2015 | Boston, MA

Designed/assembled frames for artwork with customer input, prepared and printed customer images on large format Epson printers. Ran shop independently, including supply ordering, resolving customer issues, training new staff, and helping with other store duties as needed.

BOOK SHIPPER/OFFICE ASSISTANT *F.A. Bennett Books*

Oct 2013—Sept 2015 | Boston, MA

Prepared large orders of rare and antique books for shipping, ensuring all items were secured against potential damage. Photographed books for promotional use, filed receipts/invoices.

RELIEF STAFF *Gateway Arts*

Nov 2011—Mar 2015 | Brookline, MA

Provided art instruction to artists with developmental & psychiatric disabilities, resolved conflicts between artists, and independently monitored groups when studio managers were busy.

ACCOUNT MANAGER/GRAPHIC DESIGNER *Meno Reunion Books*

Nov 2013—Jun 2014 | Boston, MA

Communicated with clients to get alumni data/submissions entered into online system for use in printed college reunion books. Tracked progress, troubleshoot errors with website, and formatted content for final book printing.

SKILLS

Conceptual and visual training in print, photography, and illustration

Photo editing and retouching

Preparing digital files for print

Art handling/framing

STRENGTHS

Multitasking and meeting tight deadlines

Working with high levels of detail and precision in a fast-paced environment

Working in both a team environment and a self-motivated one

SOFTWARE

Windows

Photoshop

Indesign

Microsoft Office

Mac OSX

Illustrator

StudioPrint

Basic HTML

PORTFOLIO

stefanvolatilewood.carbonmade.com